

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF NEW YORK**

TIPS FOR FILING PETITIONS ELECTRONICALLY

The Court generates notices for petitions filed by your office. The debtor's information (e.g., name, address, etc.) in those notices appears exactly how it is entered into the Electronic Case Filing System. The Court reviews the docket sheets and modifies obvious errors. *For all future filings, please follow the instructions below.*

1. When opening a petition please choose the appropriate office carefully:

Select the **Manhattan** office if the debtor's mailing address is in New York or Bronx county.
Select the **White Plains** office if the debtor's mailing address is in Westchester or Rockland county.
Select the **Poughkeepsie** office if the debtor's mailing address is in Dutchess, Orange, Putnam or Sullivan county.
2. Prompt payment of filing fees is required. Certain filings – for example, petitions and motions – **require** that the fee be paid **at the time of filing**. To avoid dismissal of your case, all payments should be received within the first 24 hours after filing.
3. Never create or invent your own receipt number. You can bypass this option and pay by credit card when prompted at the end of your transactions.
4. If your petition is incomplete, please check (Y) to indicate “yes” for deficiencies, and select what is missing.
5. Please select the **ASSET** option for all Chapter 11 and Chapter 13 petitions.
6. Please refrain from using the words USA or US in the address.
7. Do NOT type the debtor's information and address in ALL CAPITALS.
8. Do NOT enter the debtor's PHONE NUMBER.
9. If the debtor has a middle initial, please use a period after the initial.
10. If the debtor has an alias, a former name or a business name (aka's, fka's or dba's), please add where indicated.
11. If the mailing address is different from the street address, please use the MAILING ADDRESS on the docket sheet.
12. **All** of the debtor's information entered must match exactly what appears on the petition.
13. Please choose “Debtor” as **debtor role**, and not “Debtor in Possession,” for any chapter filed.
14. Be sure to add the Social Security Number or the Tax Identification Number where indicated.

Please note that in addition to the schedules, statement of affairs and lists that are required to accompany the petition, a list of creditors should be **uploaded** into the ECF system **on the same day** that a petition is filed. This will permit the court to send out the notice in a timely manner. Instructions are located on our website: www.nysb.uscourts.gov under Adding Creditors into the Electronic Filing System and Diagram for Adding Creditors.

You may wish to provide a copy of these instructions to whomever is responsible for entering information into the Electronic Case Filing System.

Kathleen Farrell-Willoughby, Clerk of Court